

**Market Survey for Professional Services
for the Support of the FAA Corporate Work Plan (CWP)
Statement of Work**

Background

The Corporate Work Plan (CWP) process is the FAA's method to implement approved projects in support of Capital Investment Plan (CIP).

The CWP toolset is the primary management software system used by the FAA for requirements identification, internal budget preparation, implementation planning, resource estimating, project tracking and performance measuring of Facilities and Equipment (F&E) projects.

The CWP toolset is based on a commercial off-the-shelf product, Oracle's Primavera P6 Enterprise Project Portfolio Management. The FAA has implemented custom modules that utilize Oracle's Primavera P6 Enterprise Project Portfolio Management Application Programming Interface (API).

Required Experience

Experience with the following is required:

- Oracle's Primavera P6 Enterprise Project Portfolio Management
- Providing product-specific training services related to Oracle's Primavera P6 Enterprise Project Portfolio Management.
- Implementation of Primavera products
- Interfacing systems with Oracle-based and application-based software

Area 1: Develop and deliver FAA custom process workshop modules and document and deliver a CWP Implementation Plan.

The contractor will provide consultants to the FAA to assist in the development and delivery of custom process workshop modules and the documentation and delivery of a CWP Implementation Plan.

- Develop custom process workshops
- Develop web-based process modules to include but not limited to the following locations: Seattle, WA, Washington, DC, Fort Worth, TX, and Atlanta, GA
- Develop web-based process module materials following this process:
 - Analyze process and current tool usage (processes exist and are well documented)
 - Develop an outline of custom workshop
 - Acquire validation and approval from FAA

- Develop workshop modules
 - Custom process modules training scrip
 - Custom process modules training slides
 - Record the training
- Custom process materials walkthrough and approval by the FAA

Area 2: CWP Implementation Support

Project contract management for the contractor team

- Create, review, and submit all official contractual and invoicing paperwork
- Coordinate all consultant/training staffing requirements
- Review and provide quality assurance on all deliverables/documents produced by the team
- Review status reports from all team members and forward them to the FAA program manager for signature
- Review all expense reports and invoices from subcontractors
- Maintain copies of work orders, task estimates, and document attachments in OEP
- Provide required and requested status reports

Project management

- Oversee and manage the implementation to include:
 - Planning and coordination of resource staffing
 - Preparation and participation in FAA management reviews

Area 3: NextGen Implementation Support

Project management

- Oversee and manage the NextGen implementation to include:
 - Coordinating resource staffing
 - Preparing for and participating in FAA management reviews
 - Ensuring CWP objectives are met and assignments are made to team members
 - Participating in meetings related to software implementation
 - Planning and coordinating implementation program reviews with key personnel from FAA

Implementation Consultant

- Document and apply configuration changes
- Update process/use model and job aids
- Assist FAA with the integration of DELPHI and SPIRE
- Assist in the deployment of upgrades

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- Identify configuration changes and other relevant inputs specific to NextGen usage
- Act as tool expert on CWP
- Provide product and technical expertise to support the FAA in developing CWP integrated solutions
- Assist NextGen personnel in requirements gathering
- Mentor the NextGen program personnel on use of the tools